

DATE: May, 2004

TO: Authorized Representative/Food Service Director

FROM: Dean Flaws, Food Distribution Consultant

SUBJECT: 5A (August) Release & End of Year (03-04) Report

PLEASE ROUTE TO FOOD SERVICE DIRECTOR

1. . 2004-2005. **5A Order Form.** Enclosed in this mailing you will find the first Commodity Order form for the next school year. The first shipment of commodities 2004-2005 school year is being planned to start the week of August 16th. The delivery cycle takes approx. 5 weeks.
2. **Internet Ordering** is available for 5A. Go to the Internet address: www.edinfo.state.ia.us, and enter your ID and password on the screen. Then click the submit button. CLICK Commodities on the Application menu screen. Now you have two options: General Information or Commodity Order Form. Select Commodity Order Form and click the GO button. Instruction booklets and videos are available by calling this office. They will also be available at the BFN (Bureau of Food and Nutrition) booth at the Iowa School Food Service Association's Annual Convention in Des Moines on June 28-30, 2004.
3. **Split shipments (2004-2005).** All schools are encouraged to use the Internet especially if you are a split site. Split forms can be found on the BFN web page, if you are still doing the paper copies.
4. **Anticipated Dates when Commodity order form will be up and on the web:**

5 A	Aug/Sept. Delivery	May 14
5 B	October Delivery	Sept. 1
5 C	Nov./Dec. Delivery	Oct. 11
5 D	January Delivery	Dec. 1
5 E	Feb./ Mar. Delivery	Jan 17
5 F	April Delivery	March 1
5. **The printout of commodities received in 2003-2004 has been included in this mailing.** The school auditor

may want the total value of commodities received during the 2003-2004 school year. Note the last line, district totals, column, and commodity value.

You should carefully compare this printout with your warehouse releases. There have been some deletions/ additions to various orders, and it may be necessary in your district to adjust the final total. It is not necessary to send the state a copy of your adjustments. If you need to adjust the totals, do so before you submit it to your administrative office.

6. **Year-End Inventory has not been required since the 2001-2002 school year.** Iowa has gone to the "Single Inventory Method" of commodity recordkeeping. Schools will not have to send in your "Year end Inventory Report" to this office.
7. **The "Single Inventory Method" guidance** is in the enclosed letter, which includes basic guidelines and some questions and answers.
8. **Iowa Food and Distribution Program.** If you need additional information, commodity values, or forms for the Commodity Food Distribution programs, please visit our web site at: <http://www.state.ia.us/educate/ecese/fn/commdist/>.
9. **All commodity values** for this school year will be found on the Bureau web page.
10. **Processed Commodity Food Items for 2004-2005.** All food items coded 2500 or above are processed food items and are an extra cost to your school district. You will be allocated one (1) of each item for all processed foods coded 2500 or above. If you **do not** want this product, you must put a "0" in the amount wanted column. You **do not** have to take these processed food items. Please note that there is a difference between the commodity value and the price of each item. The commodity value is the amount in each unit of product that is deducted from your school entitlement, unless it is a bonus commodity. The price of each item is the cost of the finished processed product. The school cost does not include the per case shipping and handling fee charged by Keck, Inc. for each case of product shipped. These are all optional products. The costs will be included in the amount you pay Keck, Inc. There will be **no** separate billings for processed products.
11. **Debarment/Suspension. Debarment/Suspension.** Debarment is an action taken by a Federal agency to exclude a person or other entity from participating in any transaction involving Federal funds or other assistance. Suspension is an action taken to immediately exclude a person/entity from such transactions for a temporary period pending the completion of a debarment or other legal action.

Persons or entities that are debarred or suspended by a Federal agency are,

with a few exceptions, to be excluded from financial and non-financial assistance and benefits under other Federal non-procurement programs and activities. A contractor or other entity must certify that it has not been debarred or suspended by a Federal agency before it can enter into a covered contract or agreement.

In accordance with 7 CFR

Part 3017, covered transactions include procurement contracts for goods or services valued at or in excess of \$100,000, and procurement contracts for federally required audit services, regardless of amount.

The required certification form, USDA Form AD-1048, *Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion—Lower Tiered Transactions* may be obtained by contacting Dean Flaws at the Iowa Department of Education at (515) 281-4032. This form should be completed by the entity with which you contract, with one copy forwarded to the Iowa Department of Education and one copy maintained at your agency.

12. New Code Numbers and Products for 2004-2005

PRODUCT DESCRIPTION

	Description	Prod. Code	Size	Net/Grs.	Value
A.	Orange Juice Singles (Bonus)	1573	70/4oz.	19/21	\$6.89
B.	Peach Cups, Frz	1610	96/4.4oz.	26/31	\$21.77
C.	Vanilla Pudding (Bonus)	1747	48/3.25oz.	10/12	\$15.89

13. New Processed Products and Adjusted Code #'s

	Description	Prod. Code	Pack Sz.	Processor
A.	Cinnamon Swirl French Toast	2554	100/2.5oz.	Michael Foods
B.	French Toast Sticks	2556	100/2.5oz.	Michael Foods
C.	Beef Crumbles, Pre-Cooked	2565	40 lbs.	Pierre Foods
D.	Chicken Nuggets	2570	115/2 oz.	Tyson
E.	Peanut Butter Slices	2578	360/1.35 oz.	Kennedy Foods
F.	Peanut Butter /Strawberry Sandw.	2588	72/4.8 oz.	Smuckers
G.	Turkey Ham/Cheese Melt	2596	72/4.6 oz.	Cafe Favorites

14. Non-Delivery Dates form is enclosed in this mailing. Please return this form to Keck, Inc. They need

to know when your school is not in session. If your school starts later than Aug. 16 and you don't want deliveries that early be sure to put this information down on the form.

15. **The cost of beef** has risen for the next school year so the State of Iowa has made only a limited purchase of ground beef (approx. 20 truck loads). You will only be given what you are allocated. Don't ask for extra. This will apply to all 6 deliveries.
16. **School Freezers:** Have you worked out plans to have someone check your freezers on a daily basis during the summer months? Don't take a chance to have a break-down and lose any products. Make someone responsible for checking all of your storage areas when school is not in session. Visit the Summer Storage Checklist which can be found in the May Issue of the "Lunchline".
17. The State of Iowa has sent NFD milk to the GAGE Company, General Mills, Eastside Entrees and Schrieber Cheese Company. If you receive products from these venders, from your local distributor you may qualify for a reduced price or a rebate. Talk to your salesman and/or distributor to see if you have purchased any food items with NFD milk in them.
18. The commodity assistance rate has not yet been determined. This information will be published in the federal register after July 1, 2004. We anticipate the rate to be approx. , .1575 for FY 2005. We'll make an adjustment to this rate later if we need to.
19. Your current entitlement dollars are figured using January 2004-claiming for reimbursement data. The ADP (average daily participation) is the number of students who participated in the school lunch program.
20. The Iowa Commodity Food Distribution Program is planning on combining its regular "Commodity Day" with The Iowa Food Service Association (ISFSA) State Conference in Des Moines on June 30, 2004. The purpose of this event is to identify new & current processed commodity items that will be available to Iowa schools for the 2004-05 school year. These products have been selected and approved by the Iowa Commodity Advisory Council. Each processor booth will be identified with a commodity sticker/sign, letting you know this is an approved 2004-05 product. CN labels and fact sheets on each product should also be available. Since this is a state conference there is a \$20.00 fee for members and non-members to attend the Exhibits Only on Wednesday, June 30th. You may obtain a registration form from:

Cheryl Heidenscher
ISFSA
801 S. 16th St.
Council Bluffs, Ia. 51501

cheiden@cbcsd.org
712-328-6420

Sincerely,

Dean Flaws, Commodities Consultant (515-281-4032)
Mary Jo Clark, Commodities Assistant (515-281-4751)
Bureau of Food and Nutrition

Enclosures